

STANDARD FORM NO. 64
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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

FROM : CIA Orientation Officer

DATE: 1 Nov. 1951

SUBJECT: Weekly Report October 26-November 1, 1951

1. Discussed with Mr. Meloon (Personnel) some of the points raised by the AD/A regarding the content of the indoctrination course. He informed me that the booklet would contain practically all of the items suggested in Mr. Wolf's memorandum and that the booklet should be off the press in a few weeks.
2. Met with Col. Bogue, Director of SIS, regarding briefing for service attaches. Also discussed this problem with Col. Baird, Max Millikan and [REDACTED]. Two memos have already been forwarded to the Director of Training covering all details of the subject.
3. Made preliminary arrangements for alteration in the Orientations Room. The improvements will add much efficiency and style to the room that is to be used for the two-fold purpose for orientations and meetings.
4. Discussed with AD/OIC and AD/ORR the items on "VIP Orientation" and "Presentations to colleges and universities." After clearance with the Office of the Director of Personnel, we will prepare notification from the Director of Training to all AD's on the VIP Orientations and will handle the presentations to colleges and universities on a case basis.
5. Received the final approval of wording of proposed change of regulations affecting both indoctrination and Orientation. This revision will be cleared with Personnel and Inspection and Security before being transmitted to the Management Office for incorporation into the Regulations.

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